



Welcome to Moquin Press!

On behalf of Moquin Press, we would like to thank you for selecting our team to assist you with your up-coming project!

To ensure we have the correct information for your company, please take a moment to familiarize yourself with your welcome kit:

- **New Customer Form**pg 2
Please complete and return this to your Project Manager as soon as possible
- **Moquin Press Business Hours and Standard Turn-around Times**pg 3
- **Credit Application**pg 4-6
For future projects, if you wish to be set up on terms with Moquin Press, please complete and return this to your Project Manager
- **Moquin Press Terms & Conditions**pg 7-8
Please sign and return this to your Project Manager as soon as possible
- **Resale Certificate**pg 9



New Customer Form

(Please complete and return back to Moquin Press.)

Complete Company Name

Street Address 1

Street Address 2

City

ST

Zip

Web Address (if available)

Main Phone

Cell Number

First Name

Last Name

E-mail

(If applicable) Tax Id/Re-seller Number (please return certificate provided.)

If you would like us to keep your UPS or FedEx number on file for future shipments please supply the number below. (We will not use the number unless authorized)

Please note, all first orders with Moquin Press require 50% down at the start of the job and the balance upon completion. (Unless an alternate payment method has been authorized).

If you would like to pay with a Credit Card - please supply the information below.

Full Name on front of card

Credit Card Number

Exp Date

Sec Code

Billing Zip

Credit Card billing information same as above? If not please include below

Please provide an E-mail address for electronic invoice



Business Hours and Standard Turn-around Times

Moquin Press Standard Business Hours:

8:00am - 5:00pm PST

All orders received after 5:00pm will be processed the next business day (Including processing of proofs).

If any job needs to be processed the same day, your project(s) may incur a premium handling fee.

Upon submittance of an order - below are the standard turn-around times:

Proof turn around time:	24 hours or less (The actual time depends on the type of proof you are requesting and time of day that the job was submitted to Moquin Press)
Job turn-around times:	
For Offset	Please work with your Project Manager for the turn-around time on all your approved projects.
For Digital	For standard jobs 48 hrs (or less)* after proof approval (A standard job is defined as a job that has basic finishing, example, trim and light bindery.) For non-standard jobs 72 hrs+* after proof approval (For jobs requiring, saddlestitching, lamination, die-cutting, foiling, hand labor etc.)
For Large Format	Please work with your Project Manager for the turn-around time on all your approved projects.
For Packaging	Please work with your Project Manager for the turn-around time on all your approved projects.

*Please note, the complexity and size of the job will determine the final turn-around time, your Project Manager will advise you of the production time needed.



Credit Application

(Please complete and return back to Moquin Press.)

Company Name **Date**

Street Address 1

Street Address 2

City **ST** **Zip**

Main Phone **Fax Number**

Type of Company:

Corporation	<input type="checkbox"/>	Years in Business	<input type="text"/>
Partnership	<input type="checkbox"/>	Incorporated in the State of	<input type="text"/>
Proprietorship	<input type="checkbox"/>	Date Incorporated	<input type="text"/>
		Sales Tax Resale Number	<input type="text"/>

Federal ID Number

Social Security Number

Name(s) of Manager/Partner/Owner(s)

1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>

Bank References: (PLEASE COMPLETE THE REQUEST FOR BANK INFORMATION FORM)

Bank Name <input type="text"/>	Account Number <input type="text"/>
Contact Name (Please provide the full name) <input type="text"/>	<input type="text"/>
Street Address 1 <input type="text"/>	Street Address 2 <input type="text"/>
City <input type="text"/>	ST <input type="text"/> Zip <input type="text"/>
Main Phone <input type="text"/> <input type="text"/> <input type="text"/>	Fax Number <input type="text"/> <input type="text"/> <input type="text"/>



MOQUIN
P R E S S

Request for Bank Information

(Please complete and return back to Moquin Press.)

PLEASE COMPLETE THIS INFORMATION

Date

(Company Name) authorizes Moquin Press, Inc. to contact at:

Bank Name

Street Address 1 Street Address 2

City ST Zip

Account Number Account Number

Authorized Signature _____

Print Name Title Date

FOR BANK USE ONLY

FOR BANK USE ONLY:

Account Number <input type="text"/>	Account Number <input type="text"/>
Date Acct. Opened <input type="text"/>	Date Acct. Opened <input type="text"/>
Type of Acct. <input type="text"/>	Type of Acct. <input type="text"/>
Average Balance \$ <input type="text"/>	Average Balance \$ <input type="text"/>
# Insufficient Funds in past 12 mo. <input type="text"/>	# Insufficient Funds in past 12 mo. <input type="text"/>

Account Relationship:

Good Weak Unsatisfactory

Prepared By Printed Name

Date



Trade References

(Please complete and return back to Moquin Press.)

Company Name	<input type="text"/>				
Contact	<input type="text"/>				
Address	<input type="text"/>				
Main Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	E-mail	<input type="text"/>
Company Name	<input type="text"/>				
Contact	<input type="text"/>				
Address	<input type="text"/>				
Main Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	E-mail	<input type="text"/>
Company Name	<input type="text"/>				
Contact	<input type="text"/>				
Address	<input type="text"/>				
Main Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	E-mail	<input type="text"/>

TERMS AND CONDITIONS

PLEASE NOTE: Your credit application will not be processed until the Moquin Press Terms & Conditions (located on pages 7 and 8) have been signed.

Authorized Signature _____

Print Name	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>

FOR ADMINISTRATIVE USE ONLY

Credit Approved	<input type="text"/>	Credit Amount	\$ <input type="text"/>
Credit Rejected	<input type="text"/>	Reason	<input type="text"/>
Terms	<input type="text"/>	Date	<input type="text"/>



MOQUIN
P R E S S

Terms & Conditions of Sale for Moquin Press, Inc.

(Terms and Conditions are applicable for all divisions under Moquin Press, Inc.: Press, Digital and Large Format)

- 1. Provider** The Provider shall be defined as Moquin Press, Inc.
- 2. Quotations/Estimates** Quotes are valid for 30 days, subject to change based on physical inspection of live artwork/samples, market fluctuations and accuracy of specifications. All new jobs will require a signed estimate between the customer and the Provider.
Quotations/Estimates for online pricing A contract for online web pricing will be quoted and agreed upon by the customer and the Provider. All online pricing will be valid for a period of one year from the date of agreement.
- 3. Orders** Acceptance of orders is subject to credit approval and contingencies such as fire, water, strikes, theft, vandalism, acts of God, and other causes beyond the Provider's control. Canceled orders require compensation for incurred costs and related obligations including but not limited to paper restocking fees. First-time orders with Provider will be processed as a COD (Cash On Demand) and the final product will not be delivered without arrangements for payment. (Credit Card or Check are acceptable forms for payment for final project.)
- 4. Experimental Work** Experimental or preliminary work performed at the customer's request will be charged to the customer at the Provider's current rates. This work may not be used without the Provider's written consent.
- 5. Accuracy of Specifications** Quotations are based on the accuracy of the specifications provided. The Provider may re-quote a job at the time if submission of art, copy, film, tapes, disks, or other input materials do not conform to the information on which the original quotation was based.
- 6. Venue** In the event of suit regarding this contract, then venue and jurisdiction therefore shall be in either the Superior or Municipal Court, as appropriate, of the County of San Mateo, California. The parties agree and stipulate that the essential terms of this contract are to be performed in said County. The parties agree and stipulate that the contract is formed in San Mateo County on the final acceptance of the terms thereof by Provider
- 7. Electronic Manuscripts/Images** It is the customer's responsibility to maintain a copy of the original file. The Provider is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final input. Until the Provider can evaluate digital input, no claims or promises are made about the Provider's ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize customer-supplied files will be charged at prevailing rates.
- 8. Alterations/Corrections** Customer alterations include all work performed in addition to the original specifications. All such work will be charged at the Provider's current rates and communicated before the work is started.
- 9. Prepress Proofs** The Provider will furnish PDF proofs on all projects. The purpose of emailed PDF proofs is to check for accurate content, processing of files and/or positioning of your artwork. **All changes or approvals must be communicated in writing.** Your approval to print is acceptance of full responsibility that the content in the proof has been reviewed and found to be accurate and free of errors. The Provider will not be responsible for content or errors that are reflected in any proof once approved by the customer.
If color, quality, positioning, etc is of concern, digital color and imposition proofs can be produced for your review and approval upon request at an additional cost if they were not included in the original quotation. Corrections will be returned to the Provider on a "master set" marked "O.K.," "O.K. With Corrections" or "Revised Proof Required" and signed by the customer. Until the master set is received, no additional work will be performed.
The Provider will not be responsible for undetected production errors if:
 - Proofs are not required by the customer
 - The work is printed per the customer's OK
 - Requests for changes are communicated verbally
- 10. Press Proofs** Press proofs will not be furnished unless they have been required in writing in the Provider's quotation. A press sheet can be submitted for the customer's approval as long as the customer is present at the press during make-ready. Any press time lost or alterations/corrections made because of the customer's delay or change of mind will be charged at the Provider's current rates.
- 11. Color Proofing** Because of differences in equipment, paper, inks, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job is to be expected. When a variation of this kind occurs, it will be considered acceptable performance.
- 12. Over-runs/Under-runs** Over-runs or under-runs will not exceed 10 percent of the quantity ordered. The Provider will bill for the actual quantity delivered within this tolerance. If the customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.
- 13. Customer's Property** The Provider will only maintain fire and extended coverage on property belonging to the customer while the property is in the Provider's possession. The Provider's liability for such property will not exceed the amount recoverable from the insurance. Additional insurance coverage may be obtained if it is requested in writing and if the premium is paid to the Provider.
- 14. Shipping** Unless otherwise specified, the price quoted is for a single shipment, without storage (see item 21 for storage fees), F.O.B. the Provider's platform. Proposals are based on continuous and uninterrupted delivery of the complete order. If the specifications state otherwise, the Provider will charge accordingly at current rates. Charges for delivery of materials and supplies from the customer to the Provider or from the customer's supplier to the Provider are not included in quotations unless specified. Title for finished work passes to the customer upon delivery to the carrier at the shipping point or upon mailing of invoices for the finished work or a portion thereof, whichever occurs first.
- 15. Production Schedules** Production schedules will be established and followed by both the customer and the Provider. There will be no liability or penalty for delays due to a state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other cases beyond the control of the Provider. In such cases, schedules will be extended by an amount of time equal to the delay incurred
- 16. Customer-Furnished Materials** Materials furnished by customers or their suppliers are verified by delivery tickets. The Provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer supplied paper must be delivered according

Customer signature hereto attests to the fact that the customer has read all the Terms and Conditions of this contract and agrees to abide by the same and hereby acknowledges receipt of a copy of the contract, including the Terms and Conditions.

Signed _____ Title _____ Company _____
I certify that I am authorized by the above named business entity to enter into this agreement.

Rev 2.4 11-11-2013



MOQUIN
P R E S S

Terms & Conditions of Sale for Moquin Press, Inc. Continued

(Terms and Conditions are applicable for all divisions under Moquin Press, Inc.: Press, Digital and Large Format)

- to specifications furnished by the Provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the customer must be usable by the Provider without alteration or repair. Items not meeting this requirement will be repaired by the customer or by the Provider at the Provider's current rates.
17. **Outside Purchases** Unless otherwise agreed in writing, all outside purchases as requested or authorized by the customer, are chargeable.
 18. **Terms/Claims/Liens** Payment is cash in advance or whatever has been agreed to between customer and Provider. Claims for defects, damages, or shortages must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, the Provider and the customer will understand that the job has been accepted. By accepting the job, the customer acknowledges that the Provider's performance has fully satisfied all terms, conditions, and specifications. As security for payment of any sum due under the terms of an agreement, the Provider has the right to hold and place a lien on all customer property in the Provider's possession. This right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If it is necessary for Provider to file legal or arbitration proceedings or undertake other collection methods, customer shall be responsible for all of Provider's costs of collection incurred including, but not limited to, reasonable attorney's fees. A 1.5% per month service charge will be added to all past due accounts. Invoices over 30 days (but under 60 days) paid for in cash or check will be given a discount equal to the service charge penalties.
 19. **Credit Card Payments** Customers who intend to pay for orders with a Credit Card must do so within 15 days of the date of the invoice. After 15 days, payment must be made with a check or in agreement of the terms set forth with Provider.
 20. **Limitation of Damages for Defective Goods** The Provider's liability for any claims arising out of or related to defective goods and/or claims that goods do not conform to the customer's specifications shall be limited to the quoted selling price of the allegedly defective or non-confirming goods. Customer shall have no right or action for special or consequential damages as a result of such claims.
 21. **Liability** (1) **Disclaimer of Express Warranties.** The Provider warrants that the work is as described in the purchase order. The customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual work performed.
(2) **Disclaimer of Implied Warranties. The Provider warrants only that the work will conform to the description contained in the purchase order. The Provider does not warrant that the work is of merchantable quality or that the work can be used for any particular purpose.**
 22. **Indemnification** The customer agrees to protect the Provider from economic loss and any other harmful consequences that might arise out of any claims relating to or in connection with the work. The customer will hold the Provider harmless and save, indemnify and otherwise defend the Provider against claims, demands, actions and proceedings by third parties on any and all grounds arising out of or in any way related to the ordering, production, delivery and/or use of the work. This will apply regardless of responsibility for negligence.
 23. **Assignment or Delegation** No right or interest in this contract may be assigned by either Provider or customer without the written permission of the other party and no delegation by either Provider or customer will be made without the written permission of the other party. Any attempt at assignment or delegation shall be wholly void and totally ineffective for all purposes.
 24. **Storage** The Provider will retain intermediate materials used until the customer has accepted the related end product. Should the final product not be picked up within 3 business days (upon completion), a storage fee of \$35 per month per skid* will be incurred (or a pro-rated rate based on length of time if it is shorter than a month). (*A skid is defined as one box up to a filled skid.) The Provider is not liable for any loss or damage to stored material beyond what is recoverable by the Provider's fire and extended insurance coverage.
 25. **Taxes** All taxes and assessments levied by any governmental authority are the responsibility of the customer. All amounts due for taxes and assessments will be added to the customer's invoice. No tax exemption will be granted unless the customer's "Exemption Certificate" (or other official proof of exemption) accompanies the purchase order (or has been made previously available to Moquin Press). If, after the customer has paid the invoice, it is determined that more tax is due, then the customer must promptly remit the required taxes to the taxing authority or immediately reimburse the Provider for any additional taxes paid.
 26. **Telecommunications** Unless otherwise agreed upon, the customer will pay for all transmission charges. The Provider is not responsible for any errors, omissions, or extra costs resulting from faults in transmission.
 27. **Applicable Law** This contract shall be governed by the Uniform Commercial Code as adopted by the State of California and any other California laws applicable to this matter.

Customer signature hereto attests to the fact that the customer has read all the Terms and Conditions of this contract and agrees to abide by the same and hereby acknowledges receipt of a copy of the contract, including the Terms and Conditions.

Signed _____ Title _____ Company _____
I certify that I am authorized by the above named business entity to enter into this agreement.

Rev 2.4 11-11-2013



MOQUIN
P R E S S

BOE-230 (7-02)

GENERAL RESALE CERTIFICATE

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

California Resale Certificate

I HEREBY CERTIFY:

1. I hold valid seller's permit number: _____

2. I am engaged in the business of selling the following type of tangible personal property:

3. This certificate is for the purchase from _____ Moquin Press, Inc _____ of the item(s) I have listed in paragraph 5 below. [Vendor's name]

4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.

5. Description of property to be purchased for resale:

special printing aids, digital printing, offset printing, large format printing, large format cutting

6. I have read and understand the following:

For Your Information: A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or \$500, whichever is more.

NAME OF PURCHASER

SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE OR AUTHORIZED REPRESENTATIVE



PRINTED NAME OF PERSON SIGNING

TITLE

ADDRESS OF PURCHASER

TELEPHONE NUMBER

()

DATE